

ENVIRONMENTAL HEALTH SPECIALIST (EHS) I / TEMPORARY APPLICATION INSTRUCTIONS

Now that you have decided to start the application process to apply for the position of Environmental Health Specialist (EHS) I / Temporary with the County of Los Angeles, your goal to join the most recognized team of professionals is only a few easy steps away. Enclosed in this packet are three applications necessary, which must be completed prior to the selection process; The “Environmental Health Specialist Application for Transcript Evaluation”, The “Application for Registration”, and the “County of Los Angeles Employment Application”.

The “Environmental Health Specialist Application for Transcript Evaluation” and “Application for Registration” applications may be submitted concurrently. The “County of Los Angeles Employment Application” is to be completed *after* you receive the Letter of Certification.

1. Complete the California Department of Public Health “Application for Registration” form and submit with a non-refundable money order or cashiers check (no personal checks) in the amount of \$95.00, payable to the Environmental Health Registration Fund to:

**California Department of Public Health
EHS Registration Program
MS 7404
P.O. Box 997377
Sacramento, CA 95899-7377**

2. **Graduates of American universities and colleges:** Complete the “Environmental Health Specialist Application for Transcript Evaluation” application and submit with a money order, cashiers check or credit card information in the amount of \$245.25 along with sealed official transcripts to CPS. Applications will remain active and on file for a period of 30 months.

**CPS Human Resources Services
241 Lathrop Way
Sacramento, CA 95815
Attention: EHS Transcript Evaluation**

Graduates of foreign universities and colleges: All foreign transcripts must be evaluated for course equivalency by a commercial credential evaluation service. You must contact one of the credential evaluation services provided below and request for a transcript evaluation application. The evaluation fee, determined by the transcript evaluation service, along with sealed official transcripts, is to be submitted with the application and request for a “course by course” evaluation, which states your degree is equivalent to a bachelor’s degree offered by an American university or college and lists each course and laboratory completed with semester / quarter unit equivalency for general chemistry, organic chemistry, physics, biology, microbiology and calculus or college algebra. You must request the results be forwarded to the California Department of Public Health Environmental Health Registration Program listed above.

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| <p>Academic & Professional International Evaluations, Inc. P.O. Box 5787 Los Alamitos, CA 90271-5787 (562) 594 – 6498 (562) 594 – 8498 Fax www.apie.org</p> | <p>Evaluation Service, Inc. P.O. Box 1455 Albany, NY 12201 (518) 672 - 4522</p> | <p>Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102nd Ave. Miami, FL 33173 (305) 273 – 1616 (305) 273 – 1984 Fax www.jsilny.com</p> | <p>Center for Applied Research, Evaluation & Education, Inc. P.O. Box 20348 Long Beach, CA 90801 (562) 430 – 1105 (562) 430 – 8215 Fax evalcaree@earthlink.net</p> | <p>International Consultants of Delaware, Inc. 625 Barksdale Rd., Suite #109 Newark, DE 19711 – 3258 (302) 737 – 8715 http://icdel.com</p> |
| <p>Span Tran Educational Services, Inc. 7211 Regency Square Blvd. #205 Houston, TX 77036 – 3197 (713) 266 – 8805 www.spantran-edu.org</p> | <p>Foundation for International Services, Inc. 21540 30th Dr. SE, Suite #320 Bothell, WA 98021 (425) 487 – 2245 www.fis-web.com</p> | <p>World Education Services, Inc. P.O. Box 5087 Bowling Green Station New York, NY 10274 – 5087 (800) 937 – 3895 (212) 739 – 6100 Fax www.wes.org</p> | <p>International Educational Research Foundation, Inc. P.O. Box 3665 Culver City, CA 90231 – 3665 (310) 258 – 9451 (310) 342 – 7086 Fax www.ierf.org</p> | <p>Education Records Evaluation Service, Inc. 601 University Ave., Suite #127 Sacramento, CA 95825 (916) 921 – 0790 www.eres.com</p> |

Additional commercial credential evaluation services can be found by visiting the California Department of Public Health’s website, www.cdph.ca.gov/certlic/occupations/Pages/REHS.aspx